

## **Chapter 6**

### **CHECKS**

**[HISTORY: Adopted by the Mayor and Council of the City of Seat Pleasant: Art. I, 9-9-1991 as Ord. No. 91-04; amended in its entirety 4-8-1996 by Ord. No. 96-01. Subsequent amendments noted where applicable.]**

#### **GENERAL REFERENCES**

Purchasing — See Ch. 39.

#### **ARTICLE I**

##### **Authorized Signatures**

**[Adopted 9-9-1991 as Ord. No. 91-04<sup>1</sup>; amended in its entirety 4-8-1996 by Ord. No. 96-01]**

##### **§ 6-1. Persons authorized to sign checks and withdraw funds.**

The following persons are authorized to sign, countersign checks and make withdrawals from the bank in which funds are maintained for and on behalf of the City of Seat Pleasant:

- A. Mayor.
- B. Council President.
- C. Vice-Council President.
- D. City Administrator.
- E. Assistant City Administrator.

##### **§ 6-2. Required signatures.**

- A. The signature of the City Administrator is required on all financial documents.
- B. In his/her absence, the Assistant City Administrator's signature is required.

##### **§ 6-3. Number of signatures required.**

- A. Any withdrawal of funds shall contain at least three of the five signatures.
- B. All checks on bank accounts held in the name of the City of Seat Pleasant or on behalf of the City of Seat Pleasant shall be signed by three of the five persons so authorized as stated in § 6-1.

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<sup>1</sup>. Editor's Note: This ordinance was vetoed by the Mayor 9-9-1991, and the veto was overridden by the Council 9-27-1991.

C. All countersigns on accounts held in the name of the City of Seat Pleasant or on behalf of the City of Seat Pleasant shall be by three of the five persons so authorized as stated in § 6-1.